

HEALTH BENEFITS E-NEWS

*Department of Human Resource Management
Office of Health Benefits*

May 1, 2006

Dependent Eligibility Rules Updated

As indicated in the Spring 2006 *Spotlight* issue, there is a new rule related to dependent eligibility under the State Health Benefits Program. Under the previous policy, dependents otherwise eligible for coverage had to be claimed as dependents on the employee's federal income tax return. The revised policy removes that requirement, allowing coverage as long as the employee provides for more than one-half of the child's support. For additional information, see the new *Health Benefits Eligibility, Elections and Enrollment Form on the Web* at www.dhrm.virginia.gov/statefrm/health/ActiveEnroll06.pdf. The complete revised regulation will be included in the new COVA Care and COVA HDHP member handbooks.

Check EmployeeDirect Pending Notices

Requests for Open Enrollment and address changes are completed automatically by EmployeeDirect, a courtesy confirmation e-mail is sent to the Benefits Administrator, and no further action in BES is required. However, EmployeeDirect requests for qualifying mid-year event changes are not complete until the Benefits Administrator "accepts" or "rejects" them in BES. A Pending Notice e-mail is sent when one of these requests is made. Be sure to ask for supporting documentation before "accepting" these pending records in BES.

Since Open Enrollment began, EmployeeDirect has sent a number of Pending Notice e-mails to state agencies for elections made due to qualifying mid-year events. When you ask for the supporting documentation, make sure your employee did indeed mean to make an election for a qualifying mid-year event and not an election for Open Enrollment.

If the qualifying mid-year event request was made by mistake, all you need to do is "reject" the pending record in BES and instruct the employee to return to EmployeeDirect and select the "Open Enrollment" option at the bottom of the Main Menu screen. If the user has their browser's window maximized they should immediately see the Open Enrollment option. If they have it minimized, they will need to scroll down to see it.

Stress Advantages of EmployeeDirect

Are your agency employees bringing you paper forms for Open Enrollment elections? Explain the advantages of using EmployeeDirect, including:

- Quick and easy access to your Benefits Profile 24 hours a day, seven days a week
- A log-in and password security that protects your personal information on the Web and allows **only you** to access your health benefits information
- Timely, error-free Open Enrollment elections
- Ability to access and print both your current and future (effective July 1) Health Benefits Profiles
- Immediate confirmation of your Open Enrollment request

In addition, there is no need to keep track of a paper enrollment form or to confirm that it was received by your Benefits Administrator.